

**The Quality of Teacher Preparation**  
**in**  
**West Virginia**

**A plan describing the Title II reporting procedures**  
**to**  
**The U.S. Department of Education**

**October 2000**

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## Overview

Teacher preparation and teacher certification issues have been jointly dealt with in West Virginia since the 1970's. Reviews and revisions in teacher preparation programs and policies cannot be made without first examining their impact on certification. The same is also true for revisions in teacher certification policies. The two major policies, applicable to teacher preparation and teacher certification, are Policy 5100-Approval of Educational Personnel Programs (Enclosure A), and Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (Enclosure B).

West Virginia is unique in the sense that the Governor, legislature, West Virginia Board of Education, State Superintendent of Schools, West Virginia Department of Education, professional preparation programs of the institutions of higher education, and local county school districts are all working now in partnership and collaboration toward one major educational goal-Higher Achievement for All Students.

To achieve the goal of Higher Achievement for All Students greater accountability measures have been enacted in the last two decades that especially focus on the areas of teacher preparation and teacher certification.

In teacher preparation the most significant accountability measure is in the area of accreditation. Currently there are 18 teacher preparation programs in West Virginia. There are 10 state supported teacher preparation programs, and 8 privately supported programs. Policy 5100 requires that all teacher preparation programs be accredited by a regional accreditation agency. All 18 programs are fully accredited by the North Central Association. In addition all state supported institutions are required to be accredited by the National Association for the Accreditation of Teacher Education (NCATE). All state supported institutions and four private institutions are currently accredited by NCATE. Two other private institutions will be seeking NCATE accreditation in the near future. Policy 5202 stipulates that initial teacher licensure cannot be issued unless the applicant is a graduate of a regionally or nationally accredited teacher preparation program. On June 30 of each year, all teacher preparation programs are required to submit an annual report to the West Virginia Board of Education that contains the following key components: efforts on the part of the teacher preparation program to implement new legislative or West Virginia Board of Education policies or initiatives; efforts of the institution to review and revise their teacher preparation programs, and efforts of the institution to promote student achievement.

The West Virginia Department of Education (WVDE) has a long history of collecting and reporting data about its teacher preparation programs. For 12 years, the WVDE has been publishing annually The Data Report of Educational Personnel, Personnel Preparation Test Results, and Approved West Virginia Educational Personnel Preparation Programs (Enclosures C, D, E). These three documents are widely distributed throughout the state to the higher education institutions, the public school systems, and legislators.

All teacher preparation programs are required in Policy 5100 to provide data for these reports.

Policy 5100 requires that all teacher preparation institutions have an Educational Personnel Advisory Committee (EPPAC). This advisory committee is comprised of public school and higher education teachers and administrators who advise the chief teacher education officer on personnel preparation matters. The WVDE Office of Professional Preparation assigns professional staff members to each of the 18 institutions to provide technical assistance. Data contained in these Department documents are shared and discussed as part of the EPPAC meeting agenda.

In the area of certification, graduates, completing an approved West Virginia teacher preparation program, are issued a Provisional Professional Certificate that is valid for three years. To be issued a Provisional Professional Certificate in West Virginia, the teacher preparation program must verify that the graduate has completed all the degree requirements and components of their approved program. The graduate must meet the institutionally developed pre-professional skills requirements in the areas of computer literacy, listening and speaking; obtain passing scores on state required tests in pre-professional skills, content specializations, and professional education; and complete field experiences and performance assessments (student teaching).

For the graduate to be issued a Professional Certificate, valid for five years, the teacher must complete a beginning teacher internship program that includes being assigned a mentor teacher during the first year of employment. In addition the candidate must complete six semester hours of renewal credit in courses relevant to the candidate's job. The beginning teacher program has been required of all newly employed teachers in West Virginia since 1990. Beginning teacher mentors are paid a stipend to work with the beginning teachers. The West Virginia Center for Professional Development was created by the legislature in 1990. The Center is required to provide regional staff development for beginning teachers and their mentors.

Despite the many achievements in teacher preparation and certification, West Virginia will be experiencing the same challenges as other states in the recruitment and retention of teachers, particularly in certain academic areas and geographic regions. A critical factor contributing to the ability to recruit and retain teachers is a declining student population. In 1990 there were 310,000 students enrolled in West Virginia's public schools. In 2000 there were only 290,000. Teachers on Reduction in Force lists are filling most teaching vacancies in the local county school districts. Those teachers, who are not recalled, remain on preferred lists, therefore, making it very difficult for a recent teacher education graduate to find a teaching position in West Virginia. The state legislature will be addressing these issues in the 2001 session.

Currently, no alternative certification programs exist in West Virginia. Waivers are only granted in the area of substitute permits and under extenuating circumstances at the local county school district. Local county school districts may employ substitute teachers who have a bachelor's degree with a 2.5 grade point average on a 4.0 scale and complete 18

clock hours of staff development. Extenuating circumstances requests are reviewed on an individual case basis. Out of field authorizations, and temporary permits are issued. However, the person, who is issued these types of certificates, has a four-year degree and is a graduate of an approved teacher education program.

West Virginia has the oldest population in the country and was the only state in the country to lose population during the last two United States Censuses. Once the current teacher population reaches retirement age, and the student population appears to stabilize, West Virginia will be faced with major teacher recruitment and retention crises. Whatever the plan to recruit and retain new teachers might be, the guiding force will not compromise the goal of Higher Achievement for All Students.

## **Section 1. Agency Responsible for Reporting**

The agency responsible for reporting to the United States Department of Education, Title II about quality of teachers in West Virginia is the West Virginia Department of Education. The following person is the Title II contact person and the preparer of this document.

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**Section 2. Collaboration with Institutions  
of  
Higher Education**

## **Collaboration with Institutions of Higher Education**

The West Virginia Department of Education used a collaborative model in the development, design and drafting the plan of the Quality of Teacher Preparation in West Virginia. The communications used to develop the West Virginia plan were meetings, e-mails, listservs and faxes.

There were two types of meetings used in the development of the plan: internal and external. The internal meetings were held at the West Virginia Department of Education. Dr. John Hough, the Title II Report Coordinator, conducted these meetings. There were two types of internal meetings. The first type of meeting was with the State Superintendent of Schools and the Associate State Superintendent of Schools. These meetings were basically awareness sessions and informational in nature to keep these upper level leaders aware of the Title II plan development process. The West Virginia Board of Education was also kept aware of the Title II plan development process. At two State Board meetings, the Title II Plan Coordinator made informational reports to the Board. Other internal meetings consisted of interdepartmental office meetings. The two major offices involved in these meetings were the Office of Professional Preparation and the Office of Informational Technology Systems. Executive directors, assistant directors, and coordinators in these offices worked in special focus groups to develop a common understanding of the U.S. Office of Education's Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation Title II, Higher Education Act. In January, the focus groups began meeting formally each month and informally as needed.

External meetings were conducted with the institutions of higher education in the state. Because there are only 18 teacher preparation institutions in West Virginia, all institutions were involved in the development and design of the plan. The Teacher Education Advisory Council (TEAC) has met three times during the time the Title II Plan was developed. All teacher preparation programs belong to TEAC. The Title II plan was on the agenda of all three meetings. The first meeting was devoted to developing a common understanding of the plan. The second meeting was devoted to new information regarding the plan, and the third meeting was devoted to reviewing a draft of the plan.

All teacher preparation programs had to name an institutional contact person. The Title II Report Coordinator conducted a meeting of all 18 of these contacts in June 2000 to review the status of the plan. At the meeting reporting and data submittal plans were developed, including methods to develop resolutions of conflicts among institutional data, state data and data furnished by the Educational Testing Service. A timetable was established to develop an informational flow from the three groups.

Personnel Preparation Test Results is the title of the annual WVDE publication that reports test results data to higher education institutions, public schools and the state legislature on the performance of teacher education graduates on the teacher testing exams. This document will be revised and reprinted as The Quality of Teacher Preparation in West Virginia.

Announcements of meetings and minutes of meetings were sent using e-mails, listservs, and faxes. Feedback on the West Virginia plan was submitted using these electronic means of communication.

In summary, all institutions of higher education have been involved in and have had input in developing the West Virginia Title II plan.

**Section 3. Description of the Key Components  
of  
West Virginia's Title II Reporting System**

## **Description of the Key Components of West Virginia's Title II Reporting System**

The West Virginia Board of Education's Policy 5100-Approval of Educational Preparation Programs, and Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications provide definitions of teacher education, program completion, waivers and other terms pertinent to teacher education and licensure. Higher education institutions may augment some definitions to meet the needs of their programs. For example, the basic grade point average is 2.5 on a 4.0 scale. Institutions may require a higher grade point average for program completion. Some institutions require the successful completion of the Praxis II test before a candidate may exit the program while others may require that the candidate may be awarded the degree. In other case, the student does not exit the program or become a program completer between September 1, 1999 and August 31, 2000.

All 18 institutions have identified an individual to serve as its primary contact for Title II reporting purposes. The Title II contact, the dean or department chairperson of teacher education, and the president of each institution will receive all administrative information regarding the preparation of the institutional report. West Virginia higher education institutions are governed by a chancellor's office. The chancellor and/or his designee have been also included in the Title II plan development. Communication from the state coordinator will be through meetings, written documentation, and electronic communication. All institutions have been provided copies of the Title II Reporting Guide, which includes the definitions of "teacher preparation program", "program completer", "pass rates", "alternative route", and "waivers". Since the specifics of the aforementioned terms may vary from state to state, the following is a definition for each term to be used in each reporting institution in West Virginia.

### **Teacher Preparation Program**

A preparation program for professional educators based on a state adopted program objectives and guidelines which is delivered by an accredited college or university and which has been approved by the West Virginia Board of Education for issuance of a professional teaching certificate.

### **Program Completer**

A program completer is a candidate who has completed an approved professional preparation program and qualifies for a Provisional Professional Certificate in West Virginia. The teacher preparation program must verify that the graduate has completed all the degree requirements and components of their approved program. The graduate must meet the institutionally developed pre-professional skills requirements in the areas of computer literacy, listening and speaking; obtain passing scores on state required tests in pre-professional skills, content specializations, and professional education; and complete field experiences and performance assessments (student teaching).

## **Alternative Route To Certification and Licensure**

Currently, alternative routes to certification and licensure do not exist in West Virginia.

## **Waivers**

Waivers are only granted in the area of substitute permits and under extenuating circumstances at the local county school district. Local county school districts may employ substitute teachers who have a bachelor's degree with a 2.5 grade point average on a 4.0 scale and complete 18 clock hours of staff development. Extenuating circumstances requests are reviewed on an individual case basis. Out of field authorizations, and temporary permits are issued. However, these requests are made by the local county school districts, and higher education institutions are involved only peripherally in these decisions. Therefore, waivers will not be considered in West Virginia's plan.

## **Verification of Pass Rates and Program Completers**

The steps outlined in Section 4 provide the timetable for the state and institutions of higher education to verify the accuracy of the program completers and pass rates. For twelve years, the West Virginia Department of Education has been publishing annually a document entitled, "Personnel Preparation Test Results". This document is distributed widely throughout the state to higher education institutions, public school systems, and legislators. Much of the information and data being requested in the Title II Report is already collected and published in the WVDE document. To reduce paper work the current West Virginia document will be renamed "The Quality of Teacher Preparation in West Virginia". Additional topics that the new document will report are as follows:

- A "Conceptual Framework" of the program; (A brief paragraph of no more than 5-7 sentences.);
- Types of accreditation;
- Student Demographic data; (Racial, ethnic, and gender make-up of the program completers, including traditional and non-traditional students, in state and out of state students);
- A brief description of the way the pre-professional skills of speaking, listening and computer literacy are assessed;
- Requirements for admission to the program;
- Number of clock hours required in field experiences;
- Requirements of admission to student teaching;
- Number of clock hours required in student teaching; and
- Graduation requirements.

## **Section 4. Pass Rates**

## **Pass Rates**

The timeline for institutions to submit data to the West Virginia Department of Education and the Department's role to work with Educational Testing Service (ETS) in preparing, calculating, verifying and reporting pass rates are as follows:

### **July 1, 2000-September 1, 2000**

A pilot project was established to determine if the data reporting mechanism that is contained in Section 5B is workable and insures accuracy and validity of information to and from the institution to the Department and from the Department to ETS. Institutions have voluntarily been submitting data and the Department has been responding. This pilot information was used to determine issues of resolution of discrepancies and establishing a flow of information. One third of all the professional preparation programs in the state participated in the pilot project.

### **September 1, 2000-November 1, 2000**

Institutions of higher education submit data to the Department about program completers.

### **November 1, 2000-December 1, 2000**

The Department validates the test score data with its records and with ETS and calculates the pass rates.

### **December 10, 2000**

Data are returned to the institutions.

### **February 1, 2001**

Institutions submit their institutional reports to the Department.

### **March, 2001**

The West Virginia Board of Education approves the reports.

### **April – June, 2001**

The Department of Education prepares the state report.

### **July 1, 2001- August 1, 2001**

Institutions of higher education review drafts of the state report.



**August 1, 2001-September 1, 2001**

The Department makes final revisions on the state report.

**September 2001**

The West Virginia Board of Education approves the state Title II Report.

**October 2001**

The final state report is mailed to the U.S. Office of Education.

## **Section 5. Pass Rates (Continued)**

**Section 5-A. Subject Areas for Certification  
and  
Cut Scores**

## EXPLANATION OF SYMBOLS ON FOLLOWING TABLES

- ▶ \*Indicates the **National Standards** are used in the NCATE folio process.
- ▶ <sup>1</sup>The **test validity period** for a test and a passing score is ten years from the date on which the candidate passed the examination. In those circumstances where the West Virginia Board of Education has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period. See sections 9.5 in Policy 5100 for a more detailed explanation of testing requirements, particularly as they apply to experienced educators.
- ▶ <sup>2</sup>The **Pre-Professional Skills Test (PPST)** called Praxis I may be waived provided the candidate: a) holds a terminal degree from an accredited institution of higher education or b) currently holds or has held a West Virginia Professional Teaching, Student Support Services or Administrative Certificate or c) has attained a score of 25 on the American College Testing (ACT) program prior to November 1989 or an enhanced ACT score of 26 beginning November 1989 or d) has attained a score of 1035 on the Scholastic Achievement Test (SAT) prior to April 1995 or a re-centered SAT score of 1125 beginning April 1995.
- ▶ <sup>3</sup>A candidate completing a West Virginia approved program for the initial teaching license shall pass a West Virginia Board of Education adopted Principles of Learning and Teaching Praxis II Test that includes at least a portion of the grade levels indicated on the anticipated license.
- ▶ <sup>4</sup>A candidate who has successfully completed the National Evaluation Systems (NES) test in behavior disorders, mentally impaired, or specific learning disabilities is not required to satisfy the Praxis II - Special Education: Knowledge-Based Core Principles Test since it is assumed this content was included in the NES special education content test.
- ▶ <sup>5</sup>For general science in grades 5-12, a candidate may substitute a passing test score for the biology specialization for the Biology test requirement or a passing score for the chemistry or physics specializations may be substituted for the Physical Science test requirement.

WEST VIRGINIA GENERAL AND VOCATIONAL SPECIALIZATIONS				
Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Agriculture	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Test</u>			
	0700 Agriculture	430		
Art	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
	0524 Principles of Learning & Teaching (7-12)	144	156	
	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Test</u>			
	0133 Art: Content Knowledge	146	160	
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
	0524 Principles of Learning & Teaching (7-12)	144	156	

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Biology	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0235 Biology: Content Knowledge  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  152  154  144	       156	174 172  321 318   159
Business Education	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0100 Business Education  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  570  152  154  144	       165  156	174 172  321 318   159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Chemistry	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0245 Chemistry Content Knowledge  <u>Praxis Test</u> <sup>3</sup> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  150  154  144	        156	174 172  321 318  157  159
Computer Science Education	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    152  154  144	       165  156	174 172  321 318    159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Dance	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test</u> <sup>3</sup> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    154  144	        156	174 172  321 318    159
Driver Education	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0867 Safety Education  <u>Praxis Test</u> <sup>3</sup> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317   141  154  144	        156	174 172  321 318    159



<b>Content Specialization</b>	<b>Required Tests<sup>1</sup></b>	<b>Required Score Prior to Sept. 1, 1998</b>	<b>Required Score Sept. 1, 1998</b>	<b>Required Score Sept. 1, 1999</b>
Early Childhood Education(K-4)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0020 Early Childhood Education  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6)	 172 171 172  319 316 317  530  152	         165	 174 172  321 318       
Early Education (PreK)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0530 Pre-Kindergarten Education  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6)	 172 171 172  319 316 317  590  152	         165	 174 172  321 318       

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Elementary Education (K-6)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0011 Elementary Education: Curriculum, Instruction & Assessment  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9)	172 171 172  319 316 317  148  152  154	      155  165	174 172  321 318     159
English (Grades 5-12, 9-12)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0041 English Language, Literature & Composition: Content Knowledge  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  151  152  154  144	      155  165  156	174 172  321 318     159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
English (Grades 5-9)	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0049 Middle School English  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    152  154  144	       165   156	174 172  321 318  147   159
English as a Second Language (PreK-12)	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    152  154  144	       165   156	174 172  321 318    159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Family & Consumer Science	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0120 Home Economics Education  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  530  152  154  144	      165   156	174 172  321 318    159
French	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0173 French Content Knowledge: (contains listening section)  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  131  152  154  144	      165   156	174 172  321 318    159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
General Math through Algebra I	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0067 General Mathematics or 0069 Middle School Mathematics  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	 172 171 172  319 316 317  146   152  154  144	       160   165  156	174 172  321 318   148   159
General Science (Grades 5- 9)	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0439 Middle Childhood Science  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	 172 171 172  319 316 317   152  154  144	      165  156	174 172  321 318  151  159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
General Science (Grades 5-12)	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Tests</u>			
	0231 Biology:	135	140	148
	Content Knowledge, Part 1 <sup>5</sup>			
	0481 Physical Science:	133	142	
	Content Knowledge <sup>5</sup>			
	0432 General Science:	142	149	
	Content Knowledge, Part 2			
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
		144	156	
	or			
	0524 Principles of Learning & Teaching (7-12)			

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
German	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0181 German: Content Knowledge (contains listening section)  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  132  152 154 144	165       156	174 172  321 318      159
Health	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0550 Health Education  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  620  152 154 144	165       156	174 172  321 318      159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Japanese	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    152  154  144	       165   156	174 172  321 318     159
Journalism	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    154  144	       156	174 172  321 318    159



Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Latin	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0600 Latin  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  480  154  144	       156	174 172  321 318   159
Marketing	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math , or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0560 Marketing Education  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  600  154  144	       156	174 172  321 318   159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Mathematics (comprehensive)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0061 Mathematics: Content Knowledge (calculator required)  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  133  152  154  144	      165   156	174 172  321 318     159
Music	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0113 Music Content Knowledge (contains listening section)  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  143  152  154  144	      155  165  156	174 172  321 318     159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Oral Communications	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0220 Speech Communication  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  600  152  154  144	     165   156	174 172  321 318    159
Physical Education	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0091 Physical Education: Content Knowledge  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  150  152  154  144	     165   156	174 172  321 318    159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Physics	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0265 Physics: Content Knowledge  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  126  154  144	        156	174 172  321 318  159
Preschool Education (Birth-PreK)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB-Reading 0721 CTB-Writing 0731 CTB-Math  <u>Praxis II - Content Test</u> No Test Required	172 171 172  319 316 317		174 172  321 318

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Professional Development--Middle Childhood Education MCE	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math  or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0523 Principles of Learning & Teaching (5-9)  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317   154  152  154  144	       165   156	174 172   321 318   159   159
Russian	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math  or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317     152  154  144	       165   156	174 172   321 318   159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
School Library/Media	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0310 Library Media Specialist  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  520  152  154  144	       165   156	174 172  321 318  570   159
Social Studies (Grades 5-12 or 9-12)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0081 Social Studies: Content Knowledge  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  144  152  154  144	       148  165  156	174 172  321 318    159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Social Studies (Grades 5-9)	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0089 Middle School Social Studies  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317   152 154 144	165       156	174 172       151    159
Spanish	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0191 Spanish: Content Knowledge (contains listening section)  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  143  152 154 144	165       156	174 172       159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Technology Education	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> 0050 Technology Education  <u>Praxis Test<sup>3</sup></u> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317  570  152  154  144	      165   156	174 172  321 318    159
Theatre	<u>PPST<sup>2</sup></u> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test<sup>3</sup></u> 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	172 171 172  319 316 317    154  144	       156	174 172  321 318    159



SPECIAL EDUCATION SPECIALIZATIONS				
Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Behavior Disorders	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math,	172		
	0711 CTB - Reading			
	0721 CTB - Writing	319		321
	0731 CTB - Math	316		318
		317		
	<u>Praxis II Content Tests</u>			
	0371 Teaching Students with Behavioral Disorders/Emotional Disturbances	136	156	
	0351 Special Education Knowledge Based Core Principles <sup>4</sup>	119	136	
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
or				
0524 Principles of Learning & Teaching (7-12)	144	156		
Gifted	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Test</u>			
	0357 Gifted	161		
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
0524 Principles of Learning & Teaching (7-12)	144	156		

SPECIAL EDUCATION SPECIALIZATIONS				
Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Behavior Disorders	PPST <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math,	172		
	0711 CTB - Reading			
	0721 CTB - Writing	319		321
	0731 CTB - Math	316		318
		317		
	Praxis II Content Tests			
	0371 Teaching Students with Behavioral Disorders/Emotional Disturbances	136	156	
	0351 Special Education Knowledge Based Core Principles <sup>4</sup>	119	136	
	Praxis Test <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
or				
0524 Principles of Learning & Teaching (7-12)	144	156		
Gifted	PPST <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	Praxis II Content Test			
	0357 Gifted	161		
	Praxis Test <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
0524 Principles of Learning & Teaching (7-12)	144	156		

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Hearing Impaired	<p>PPST<sup>2</sup></p> <p>0710 Reading 172</p> <p>0720 Writing 171</p> <p>0730 Math 172</p> <p>or</p> <p>0711 CTB - Reading 319</p> <p>0721 CTB - Writing 316</p> <p>0731 CTB - Math 317</p> <p><u>Praxis II Content Test</u></p> <p>No Test Required</p> <p><u>Praxis Test<sup>3</sup></u></p> <p>0522 Principles of Learning &amp; Teaching (K-6) 152</p> <p>or</p> <p>0523 Principles of Learning &amp; Teaching (5-9) 154</p> <p>or</p> <p>0524 Principles of Learning &amp; Teaching (7-12) 144</p>			<p>174</p> <p>172</p> <p>321</p> <p>318</p> <p>165</p> <p>159</p> <p>156</p>
Mentally Impaired (Mild/Moderate)	<p>PPST<sup>2</sup></p> <p>0710 Reading 172</p> <p>0720 Writing 171</p> <p>0730 Math 172</p> <p>or</p> <p>0711 CTB - Reading 319</p> <p>0721 CTB - Writing 316</p> <p>0731 CTB - Math 317</p> <p><u>Praxis II Content Tests</u></p> <p>0321 Teaching Students with Mental Retardation and 124</p> <p>0351 Special Education: Knowledge-Based Core Principles<sup>4</sup> 119</p> <p><u>Praxis Test<sup>3</sup></u></p> <p>0522 Principles of Learning &amp; Teaching (K-6) 152</p> <p>or</p> <p>0523 Principles of Learning &amp; Teaching (5-9) 154</p> <p>or</p> <p>0524 Principles of Learning &amp; Teaching (7-12) 144</p>			<p>174</p> <p>172</p> <p>321</p> <p>318</p> <p>143</p> <p>136</p> <p>136</p> <p>165</p> <p>159</p> <p>156</p>

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Multi-Categorical Special Education	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math,	172		
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Tests</u>			
	0371 Teaching Students with Behavioral Disorders/Emotional Disturbances, and	136	156	
	0321 Teaching Students with Mental Retardation, and	124	136	143
	0381 Teaching Students with Learning Disabilities, and	124	144	
	0351 Special Education Knowledge Based Core Principles <sup>4</sup>	119	136	
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
Developmentally Delayed	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
	0524 Principles of Learning & Teaching (7-12)	144	156	
	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Test</u>			
	0690 Preschool/ Early Childhood	510	550	
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Severe/Profoundly Handicapped	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Test</u> No Test Required  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	 172 171 172  319 316 317    152  154  144	       165   156	 174 172  321 318     159
Specific Learning Disabilities	<u>PPST</u> <sup>2</sup> 0710 Reading 0720 Writing 0730 Math or 0711 CTB - Reading 0721 CTB - Writing 0731 CTB - Math  <u>Praxis II Content Tests</u> 0381 Teaching Students with Learning Disabilities and 0371 Knowledge-Based Core Principles <sup>4</sup>  <u>Praxis Test</u> <sup>3</sup> 0522 Principles of Learning & Teaching (K-6) or 0523 Principles of Learning & Teaching (5-9) or 0524 Principles of Learning & Teaching (7-12)	 172 171 172  319 316 317  124 119  152 154 144	      144 136  165  156	 174 172  321 318     159

Content Specialization	Required Tests <sup>1</sup>	Required Score Prior to Sept. 1, 1998	Required Score Sept. 1, 1998	Required Score Sept. 1, 1999
Visually Impaired	<u>PPST</u> <sup>2</sup>			
	0710 Reading	172		174
	0720 Writing	171		172
	0730 Math	172		
	or			
	0711 CTB - Reading	319		321
	0721 CTB - Writing	316		318
	0731 CTB - Math	317		
	<u>Praxis II Content Test</u>			
	No Test Required			
	<u>Praxis Test</u> <sup>3</sup>			
	0522 Principles of Learning & Teaching (K-6)	152	165	
	or			
	0523 Principles of Learning & Teaching (5-9)	154		159
	or			
	0524 Principles of Learning & Teaching (7-12)	144	156	

**Section 5-B. Data Transmittal Forms  
To and From  
Institutions of Higher Education**

## IHE TITLE IIB Completer Report WVDE RTP-22-6/00

Data reporting can be accomplished by either the spreadsheet provided by OPP or submission may be made using ASCII format in the following file layout. The spreadsheet affords some assistance in completion via commented field headings while the ASCII format will not require hand entry or import. The spreadsheet or ASCII file will be returned to institutions with testing results for verification. Questions or data submissions may be directed to the following:

Randall Kirk

(304) 558-3927 ext 468

[rnkirk@access.k12.wv.us](mailto:rnkirk@access.k12.wv.us)

ASCII formatted file should be submitted as IHE?????.TXT with ?????? replaced by IHE code

IHE Code	X(6)	6 byte alphanumeric ETS code
SSN Social Security Number	X(9)	9 byte alphanumeric SSN without delimiters
Last Name	X(14)	14 byte alphanumeric last name only
First Name	X(10)	10 byte alphanumeric first name only
Middle Name	X(10)	10 byte alphanumeric middle name only
Birthdate	9(8)	8 digit numeric field in YYYYMMDD format
Completion Year	9(4)	4 digit numeric field cohort year of completion
Program	X(25)	25 byte alphanumeric completed program name
Waiver	9(4)	4 digit numeric ACT/SAT score for PPST waiver
Speaking	X(1)	1 byte alphanumeric (P=pass 1 <sup>st</sup> , B=pass on best)
Listening	X(1)	1 byte alphanumeric (P=pass 1 <sup>st</sup> , B=pass on best)
Technology	X(1)	1 byte alphanumeric (P=pass 1 <sup>st</sup> , B=pass on best)
Performance Assessment	X(1)	1 byte alphanumeric (P=pass 1 <sup>st</sup> , B=pass on best)

Following fields will be appended and returned to IHE from OPP

Test Code	X(4)	4 byte alphanumeric test code
Test Date	X(6)	6 byte year/month
Test Score	9(3)	3 digit score on test
Test Result	X(1)	1 byte alphanumeric (P=Pass, F=Fail)

Spreadsheet should be submitted as IHE?????.XLS with ?????? replaced by IHE code

Microsoft Excel - certification title ii reporting mechanism.xls

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## **Section 6. Miscellaneous Required Information**

## **Miscellaneous Required Information**

Miscellaneous information is required by Title II to provide an understanding of the reporting process. West Virginia has identified the academic year, the test closure date, and the process for verifying program completers and pass rates. Submission of the program completers and verification of pass rates is an administrative process established by the Department and the Educational Testing Service and highlighted in Section 4 of this report.

### **Academic Year**

The academic year for the 1999-2000 program completers begins September 1, 1999, and ends August 31, 2000.

### **Test Closure Dates**

The test closure date is the last date the 1999-2000 program completers may take an assessment and have the test score(s) included in the pass rates. The test closure date for the 1999-2000 cohort is June 24, 2000.

**The process and dates by which institutions will receive data to verify the list of their program completers matched by the testing agency or state agency and the pass rates on certification or licensure assessments their program completers have taken in their areas of specialization.**

The chart in Section 4 identifies the process and dates institutions will receive data on their lists of program completers. Specifics on the data and the verification process will be provided by the Department to the institutions.

**Information institutions will receive to enable them to verify pass rates, including explanations for any limitations in the data provided.**

The chart in Section 4 identifies the process and dates institutions will receive data on their lists of program completers. Specifics on the data and the verification process will be provided by the Department to the institutions.

### **Resolution Process**

From July 1, 2000 through September 1, 2000, a pilot project was established to determine if the data reporting mechanism that is contained in Section 5B is workable and insures accuracy and validity of information to and from the institution to the Department and from the Department to ETS. Institutions have voluntarily been submitting data and the Department has been responding. This pilot information was used to determine issues of resolution of discrepancies and establishing a flow of information. One third of all the professional preparation programs in the state participated successfully in the pilot project. Few dispute resolutions existed in the pilot project. Therefore, any

additional dispute resolution process will be defined collaboratively by the Department of Education and the individual institutions of higher education with whom the dispute resolution exists. In the event an acceptable resolution between the institution and the West Virginia Department of Education is not reached, an appeal may be filed with the United States Office of Education.

## **Section 7. Low-Performing Institutions**

### **Low Performing Institutions**

The West Virginia Board of Education has determined in policy that low performing public schools will be schools who fail to meet the state's quality standards for three consecutive years. The Board further states in its Board priorities that the West Virginia Department of Education should monitor public schools and provide proactive technical assistance to avoid a schools becoming a low performing school.

Low performing schools in teacher preparation programs will be institutions who have less than 90% of their teacher education candidates as program completers for three consecutive years.

Technical assistance is on going from the Office Professional Preparation. Professional staff members are assigned to all 18 institutions of higher education as liaisons. These liaisons are members of the institution's Educational Personnel Preparation Advisory Council (EPPAC). As a member of EPPAC, the Department liaison keeps members aware of State Board policies and priorities. In the event the institution would evidence low performance during the academic year, the liaison would work with the institution to establish strategies to correct the areas of low performance.